



RECORDS RETENTION SCHEDULE

Governor's Office

Schedule Date: March, 1994

Prepared by

STATE RECORDS BRANCH

Public Records Division

Kentucky Department for Libraries and Archives



RECORDS RETENTION SCHEDULE

Signature Page

Governor's Office
Agency _____

March, 1994
Schedule Date _____

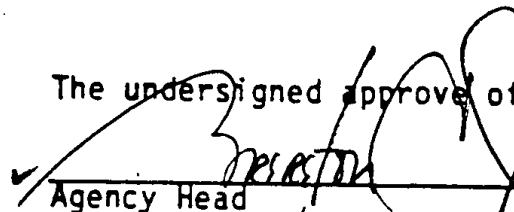
Unit _____

Change Date _____

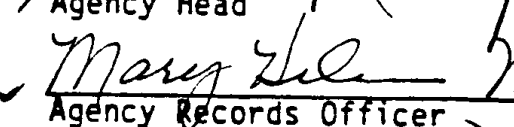
3/10/94
Date Approved by Commission _____

APPROVALS

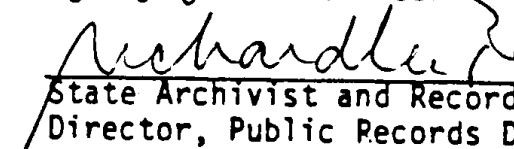
The undersigned approve of the following Records Retention Schedule or Change:


Agency Head

March 7, 1994
Date of Approval


Agency Records Officer

March 7, 1994
Date of Approval

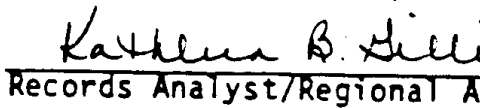

State Archivist and Records Administrator
Director, Public Records Division

February 25, 1994
Date of Approval



Chairman, Archives and Records Commission

3/10/94
Date of Approval

The undersigned Public Records Division staff have examined the record items and recommend the disposition as shown:


Records Analyst/Regional Administrator

2/25/94
Date of Approval

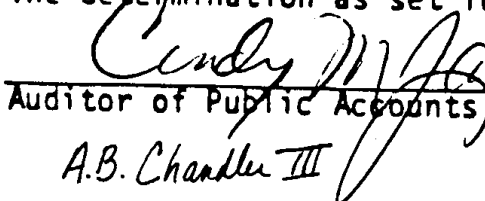

Appraisal Archivist

2/25/94
Date of Approval


State/Local Records Branch Manager

2/25/94
Date of Approval

The determination as set forth meets with my approval.


Auditor of Public Accounts
A.B. Chandler III

3/8/94
Date of Approval

RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Governor's Office
Administration

Schedule Date: March 10, 1994

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
04347	Governor's Official Correspondence File (V)	I	Transfer to the State Archives Center at the end of the gubernatorial term	P
04348	Mail and File Log Database - (Electronic) (V)	I	Transfer an electronic copy of the log, in fixed length ASCII format, to the State Archives Center at the end of the gubernatorial term	P
04349	Mail Log - (Printout from the Mail and File Log Database) Change Date: 3/1/96	I	Transfer to the State Archives Center at the end of the gubernatorial term. NOTE: Printout may be destroyed after the receipt, validation and verification of the informational content of series 04348, Mail and File Log Database	P

RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Governor's Office
Administration

Schedule Date: March 10, 1994

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
04350	File Log - (Printout from the Mail and File Log Database) Change Date: 3/1/96 (V)	I	Transfer to the State Archives Center at the end of the gubernatorial term. NOTE: Printout may be destroyed after the receipt, validation and verification of the informational content of series 04348, Mail and File Log Database	P
04351	Executive Orders Commissioning Kentucky Colonels File - (Duplicate) - (Original in Secretary of State's Office)	I	File with the Governor's Official Correspondence File (04347) and transfer to the State Archives Center at the end of the gubernatorial term. NOTE: The document may be destroyed by the State Archives upon receipt of the Kentucky Colonel Appointments (04559) from the Secretary of State's Office	P
04352	Kentucky Colonel Application Card File	1	Destroy	

RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Governor's Office
Administration

Schedule Date: March 10, 1994

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
04353	Proclamation Order File - (Duplicate) - (Original in Secretary of State's Office)	I	Transfer to the State Archives Center at the end of the gubernatorial term. NOTE: This document may be destroyed by the State Archives upon receipt of the Governor's Executive Order File (04562) from the Secretary of State's Office	P

RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Governor's Office
General Counsel

Schedule Date: March 10, 1994

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
04354	Executive Order File - (Duplicate) - (Original in Secretary of State's Office)	I	File with the Governor's Official Correspondence File (04347) and transfer to the State Archives Center at the end of the gubernatorial term. NOTE: The document may be destroyed by the State Archives upon receipt of the Governor's Executive Orders from the Secretary of State's Office	P
04355	Executive Order Number Log - (Ledger)	P	Retain in agency. Transfer one copy to the State Archives Center at the end of the gubernatorial term	
04356	Removals from Office - (Procedural File) (V)	I	Transfer to the State Archives Center at the end of the gubernatorial term of the Governor that pursued removal action, providing no further action is pending	P

RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Governor's Office
General Counsel

Schedule Date: March 10, 1994

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
04357	Litigation File - (Attorney's working file) (C) KRS 61.878 (1) (h) (i) (j) (V)	I	Transfer to the State Archives Center at the end of the gubernatorial term. NOTE: If the case is open at the end of the term, transfer upon case closure	P
04358	Requisition Order File - (Duplicate) - (Original in Secretary of State's Office) (V)	I	File with the Governor's Official Correspondence File (04347) and transfer to the State Archives Center at the end of the gubernatorial term. NOTE: The document may be destroyed by the State Archives upon receipt of the Governor's Executive Order File (04562) from the Secretary of State's Office	P

RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Governor's Office
General Counsel

Schedule Date: March 10, 1994

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
04359	Extradition Order File - (Duplicate) - (Original in Secretary of State's Office) (V)	I	File with the Governor's Official Correspondence File (04347) and transfer to the State Archives Center at the end of the gubernatorial term. NOTE: The document may be destroyed by the State Archives upon receipt of the Governor's Executive Order File (04562) from the Secretary of State's Office	P
04360	Writ of Habeas Corpus Ad Testificandum/Ad Prosequendam Order File - (Duplicate) - (Original in Secretary of State's Office) (V)	I	File with the Governor's Official Correspondence File (04347) and transfer to the State Archives Center at the end of the gubernatorial term. NOTE: The document may be destroyed by the State Archives upon receipt from the Governor's Executive Orders from the Secretary of State's Office	P

RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Governor's Office
Press Office

Schedule Date: March 10, 1994

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
04361	Correspondence of the Press Office	I	Transfer to the State Archives Center at the end of the gubernatorial term	P
04362	Governor's Biographical Background File	I	Transfer one set of materials to the State Archives Center at the end of the gubernatorial term	P
04363	Governor's Office News Release File	I	Transfer to the State Archives Center at the end of the gubernatorial term	P
04364	Governor's Speech File	I	Transfer one copy of each speech to the State Archives Center at the end of the gubernatorial term	P

RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Governor's Office
Scheduling Office

Schedule Date: March 10, 1994

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
04365	Governor's Tentative Itinerary File (C) KRS 61.878 (1) (i) (j) (V)	I	Transfer to the State Archives Center at the end of the gubernatorial term	P
04366	Tentative Detailed Schedule - Daily Log - (Printout from Scheduling Office System) (C) KRS 61.878 (1) (i) (j)	I	Transfer to the State Archives Center at the end of the gubernatorial term	P
04367	Scheduling Office System - (Electronic) (C) KRS 61.878 (1) (i) (j) (V)	I	Retain individual entries. Transfer disks to the State Archives Center at the end of the gubernatorial term	P

RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Governor's Office
Secretary of the Cabinet

Schedule Date: March 10, 1994

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
04368	Correspondence of the Secretary of the Cabinet (V)	I	Transfer to the State Archives Center at the end of the gubernatorial term	P
04374	Records of Cabinet Meetings	I	Transfer to the State Archives Center at the end of the gubernatorial term	P

RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Governor's Office
Public Service

Schedule Date: March 10, 1994

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
04369	Correspondence of the Public Service Office (V)	I	Transfer to the State Archives Center as part of the Governor's Official Correspondence File (04347) at the end of the gubernatorial term	P

RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Governor's Office
Intergovernmental Relations

Schedule Date: March 10, 1994

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
04370	Correspondence of the Intergovernmental Relations Office (V)	I	Transfer to the State Archives Center as part of the Governor's Official Correspondence File (04347) at the end of the gubernatorial term	P

RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Governor's Office
Legislative Liaison

Schedule Date: March 10, 1994

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
04371	Legislator Correspondence File (C) KRS 61.878 (1) (i) (Preliminary drafts)	I	Destroy at the end of the gubernatorial term	

RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Governor's Office
Boards and Commissions

Schedule Date: March 10, 1994

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
04372	Appointments of the Governor File - (Duplicate) - (Original in Secretary of State's Office) (V)	I	File with the Governor's Official Correspondence File (04347) and transfer to the State Archives Center at the end of the gubernatorial term. NOTE: The documents may be destroyed by the State Archives upon receipt of the Governor's Executive Order File (04562) from the Secretary of State's Office	P